



PEACE RIVER REGIONAL DISTRICT

# 2018 Financial Plan Summary

diverse. vast. abundant.



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## Statements and Goals

The Peace River Regional District is governed by the Local Government Act, the Community Charter and various other Provincial Acts and Regulations.

Local Governments cannot have a deficit budget and must balance the budget.

Regional Districts operate with "functions" and cannot move funds from one function to another.

**One of the difficulties when preparing a Regional District budget is that the tax rates vary for all municipal and electoral area participants as well as for the individual service areas. This means that the theory of applying one tax rate or one set percentage of increase is not something that can be achieved.**

**Another factor that effects the preparation of the budget and the tax rate is the prior year surplus. For Regional Districts the surplus must be carried over to the following year. This can drastically affect the tax rate from year to year - if the surplus is up the tax rate is down and vice versa.**



## **Types of Services**

### **Legislative and Administration**

All taxpayers participate in these functions paying the same rate with the exception of Legislative Electoral where only the Electoral Areas participate with all areas paying the same rate.

### **Regional Services**

All taxpayers participate in these functions paying the same rate.

### **Sub-Regional Services**

Partnerships are formed between electoral areas and/or with municipalities to establish a service area and only the taxpayers in those service areas pay the taxes for that specific service.

### **Local Services**

Only the taxpayers participating in that specific service are taxed.



**FINANCIAL PLAN**

**EXPENDITURES**

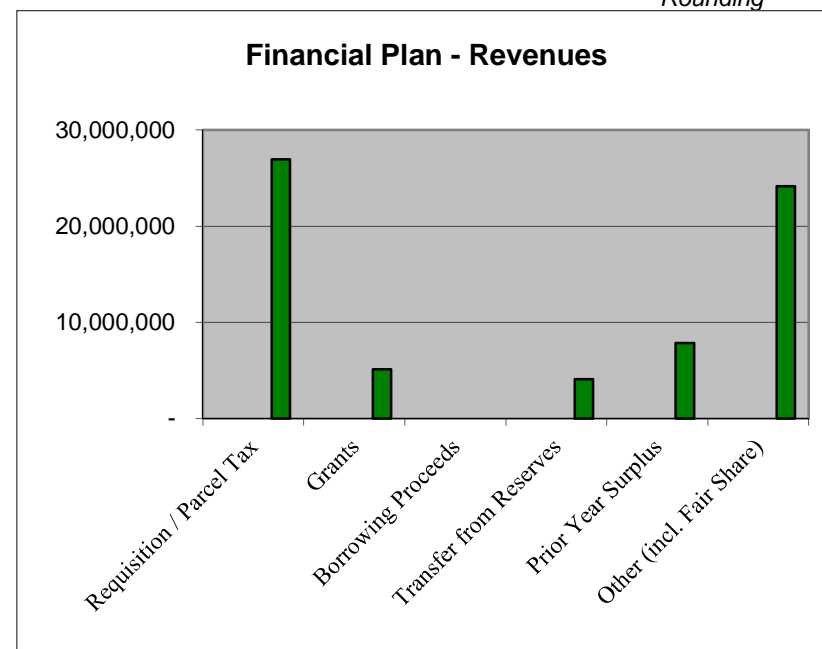
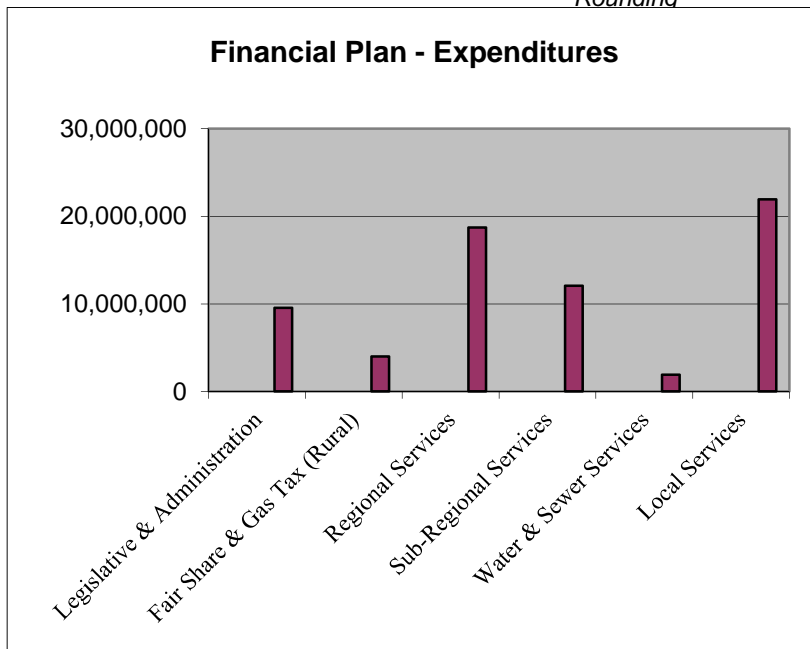
Legislative & Administration	\$	9,542,706
Fair Share & Gas Tax (Rural)	\$	4,003,532
Regional Services	\$	18,718,618
Sub-Regional Services	\$	12,056,353
Water & Sewer Services	\$	1,905,048
Local Services	\$	21,934,788
	\$	<u>68,161,045</u>

*Rounding*

**REVENUE**

Requisition / Parcel Tax	\$	26,956,376
Grants	\$	5,125,892
Borrowing Proceeds	\$	-
Transfer from Reserves	\$	4,077,162
Prior Year Surplus	\$	7,849,974
Other (incl. Fair Share)	\$	24,151,645
	\$	<u>68,161,049</u>

*Rounding*





**Changes to Financial Plan**

	<u>Budget</u>	% Change	<u>Requisition</u>	% Change	<u>Requisition Is % of Budget</u>
<b>2018</b>	<b>\$ 68,161,045</b>	-0.0351%	<b>\$ 26,956,376</b>	-0.0297%	39.548%
<b>2017</b>	<b>\$ 68,184,988</b>	6.0346%	<b>\$ 26,964,387</b>	1.3543%	39.546%
<b>2016</b>	<b>\$ 64,304,494</b>	-40.5472%	<b>\$ 26,604,098</b>	11.0834%	41.372%
<b>2015</b>	<b>\$ 108,160,508</b>	12.0352%	<b>\$ 23,949,654</b>	3.3458%	22.143%
<b>2014</b>	<b>\$ 96,541,505</b>	6.2078%	<b>\$ 23,174,291</b>	4.9345%	24.004%
<b>2013</b>	<b>\$ 90,898,694</b>		<b>\$ 22,084,526</b>		

Some of the functions contributing to the change between the 2017 and 2018 Budgets (+/- \$200,000)

<u>1190</u>	Legislative - Electoral Area	324,304
<u>1210</u>	Administrative - Fiscal & Other	212,725
<u>2510</u>	Emergency Planning	(2,352,899)
<u>4300</u>	Regional Solid Waste	(695,039)
<u>6500</u>	Economic Development	(218,799)
<u>7131</u>	NP Leisure Pool	(462,361)
<u>7150</u>	Chetwynd Arena	2,261,416
<u>7181</u>	Community Parks (Wate)	209,610
<u>8000</u>	Fiscal Services - MFA (municipal debt)	221,160
<u>2-4201</u>	Charlie Lake Sewer	(1,420,783)
		<u>(1,920,665)</u>



Requisition

	<u>2018</u>	<u>2017</u>	Increase (Decrease)	
Chetwynd	\$ 1,179,953	\$ 1,338,101	\$ (158,148)	-11.8%
Dawson Creek	\$ 1,650,216	\$ 1,688,517	\$ (38,301)	-2.3%
Fort St. John	\$ 3,049,358	\$ 2,786,053	\$ 263,305	9.5%
Hudson's Hope	\$ 150,093	\$ 168,939	\$ (18,846)	-11.2%
Pouce Coupe	\$ 76,616	\$ 77,661	\$ (1,045)	-1.3%
Taylor	\$ 186,217	\$ 179,073	\$ 7,144	4.0%
Tumbler Ridge	\$ 318,933	\$ 327,420	\$ (8,487)	-2.6%
Area B	\$ 2,562,739	\$ 2,228,049	\$ 334,690	15.0%
Area C	\$ 666,746	\$ 698,218	\$ (31,472)	-4.5%
Area D	\$ 1,248,217	\$ 1,045,192	\$ 203,025	19.4%
Area E	\$ 1,076,258	\$ 970,849	\$ 105,409	10.9%
Local Services	\$ 14,791,028	\$ 13,717,895	\$ 1,073,133	7.8%
<b>TOTAL</b>	<b>\$ 26,956,375</b>	<b>\$ 25,225,967</b>	<b>\$ 1,730,408</b>	<b>6.9%</b>



**Requisition Change**

**Assessment Change**

(Converted Assessment - Used for Budget Calculations)

2018 Tax Requisition	\$ 26,956,375
2017 Tax Requisition	\$ 25,225,966
Increase	<u>\$ 1,730,409</u> 6.86%

2018 Converted Assessment	\$ 2,987,939,981
2017 Converted Assessment	\$ 2,939,047,638
Increase	<u>\$ 48,892,343</u> 1.66%

No major change to Requisition from 2017. Largest increase is adding Potable Water (Area B) \$789,079  
Other functions have gone up and some down for the overall increase.





### Fire Protection

There are three rural fire departments that have service areas established to raise revenues.

<u>Rural Fire Departments</u>		<u>2018 Budget</u>	<u>2018 Requisition</u>	<u>2017 Requisition</u>	<u>2017 Call-outs</u>	<u>2017 Cost/Call</u>	<u>2018 ** Cost/Call</u>
<a href="#">2410</a>	Charlie Lake	\$ 1,420,823	\$ 744,422	\$ 745,742	63	\$ 11,837	\$ 11,816
<a href="#">2414</a>	Moberly Lake	\$ 76,152	\$ 76,189	\$ 79,360	13	\$ 6,105	\$ 5,861
<a href="#">2416</a>	Tomslake	\$ 108,478	\$ 108,535	\$ 106,153	26	\$ 4,083	\$ 4,174

\*\*<sup>(3)</sup> Based on 2017 Requisition divided by 2016 Call-outs

There are fire protection areas on the fringe of five of the municipalities that have rural service areas. Agreements are in place and funds are raised within the service area outside the municipality to pay a percentage of the municipal fire budget.

<u>Fire Protection Areas with Municipal Agreements</u>		<u>2018 MUNICIPAL Fire Dept. Budget</u>	<u>2018 RURAL Requisition</u>	<u>2017 Total Call-outs</u>	<u>2017 Rural Call-outs</u>	<u>*<sup>(3)</sup> Municipal Fire Dept. Cost per Call-out</u>	<u>*<sup>(3)</sup> Rural Only</u>
						<u>Total Call-Outs</u>	<u>Rural Req./Rural Call-Outs</u>
<a href="#">2411</a>	Chetwynd	\$ 308,655	\$ 81,179	111	57	\$ 2,781	\$ 1,424
<a href="#">2412</a>	Dawson Creek <sup>*(1)</sup> (93% of Req.)	\$ 3,356,068	\$ 366,494	443	17	\$ 7,576	\$ 21,558
<a href="#">2412</a>	Pouce Coupe <sup>*(1)</sup> (7% of Req.)	\$ 247,971	\$ 27,586	115	22	\$ 2,156	\$ 1,254
<a href="#">2413</a>	Fort St. John <sup>*(2)</sup>	\$ 4,562,537	\$ 595,299	837	52	\$ 5,451	\$ 11,448
<a href="#">2415</a>	Taylor	\$ 384,290	\$ 226,952	174	13	\$ 2,209	\$ 17,458

<sup>\*(1)</sup> Note: Dawson Creek & Pouce Coupe are one service area with all taxpayers paying same rate.

<sup>\*(2)</sup> Note: Fort St. John includes final payment of \$100,000 toward the new fire hall.

<sup>\*(3)</sup> Note: The cost per call-out is the 2017 budget divided by total 2016 call-outs

### Fire Departments with No Rural Fire Protection Areas - Number of Call-outs

Hudson's Hope	60	Tumbler Ridge	143	Arras	18	Page 9
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**Solid Waste**

Solid Waste - Expenditures

Administration/Operations (incl. debentures)	2,596,068
Vehicles	70,500
Supplies (computer/office/shop)	62,000
Transfer to Reserves	220,000
Operations (includes Addtn'l Site Work)	652,050
Contractors	5,301,700
Transport/Haul	621,200
Extra Charges Recoverable (In/Out)	-
Recycling / Waste Reduction	1,451,000
Spring/Fall Clean-up	100,000
Water Monitoring	344,300
Remediation / Closure	50,000
Capital	3,233,500
<b>Total Expenditures</b>	<b><u>14,702,318</u></b>

Solid Waste - Revenue

Tax Requisition - Electoral	3,909,069
Tax Requisition - Municipal	1,643,999
Grants	600,000
Fees (includes Cash Short/Over)	3,892,670
Extra Charges Recoverable (In/Out)	-
Admin Fees from Other Functions	39,500
Recovered Costs	20,000
Recycling commission & MMBC	81,100
Other/Miscellaneous/Sale of Assets	98,428
Borrowing Proceeds	-
Transfer from Reserves	2,000,000
Appr. Surplus - Solid Waste	2,417,552
<b>Total Revenue</b>	<b><u>14,702,318</u></b>

**Tax Rate \$ 0.25 per \$1,000 of taxable assessment - Improvements Only**

	<u>Budget</u>	<u>Requisition</u>	<u>Tax Rate</u>	<u>Tax % of Budget</u>
2018	14,702,318	5,553,068	\$ 0.24	38%
2017	16,894,964	5,750,672	\$ 0.25	37%
2016	18,974,155	7,043,406	\$ 0.31	37%
2015	14,242,152	6,692,452	\$ 0.31	47%
2014	15,078,001	6,117,721	\$ 0.31	41%



Water & Sewer Systems

The Peace River Regional District operates one water system and seven rural sewer systems plus starting 2018 rural potable bulk stations (Area B only).\*\*

	<u>2018 Budget</u>	<u>Parcel Tax</u>	<u>Number</u>	
Fort St. John Airport Subdivision Water	\$ 74,459	\$ 15,500	58	Parcel tax & user fees
Fort St. John Airport Subdivision Sewer	\$ 78,532	\$ 19,000	58	Parcel tax & user fees
Charlie Lake Sewer **	\$ 1,575,051	\$ 71,400	654	Parce Tax & 380 user fees
Chilton Sewer	\$ 22,839	\$ 23,500	35	Parcel tax only - no user fees
Friesen Sewer	\$ 12,708	\$ 4,000	13	Parcel tax & user fees
Harper Imperial Sewer	\$ 71,211	\$ 50,013	60	Parcel tax & user fees
Kelly Lake Sewer	\$ 35,226	\$ 18,750	21	Parcel tax only - no user fees
Rolla Sewer	\$ 35,022	\$ 27,500	67	Frontage tax
Potable Water - Area B	\$ 5,375,027	\$ 789,079	Area B	Assessment - Improvements Only

*\*\* Charlie Lake Sewer is funded via user fees only for operations.*

*The parcel tax was previously for debenture payments which are now done.*

*Starting in 2017 there is a parcel tax of \$150 per parcel to be placed in reserve for use for improvements to existing system.*

*The large increase to the budget is for the new lagoons, the storage pond plus the Truck Receiving Facility - all of these major cost projects were funded via Fair Share and Gas Tax in 2015/2016 now the user fees pay for operations to be self sufficient from the Charlie Lake Sewer System..*



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**Long Term Debt**

**2018 Scheduled Payments**

**2017  
Year End  
Balance**

Principal Interest Total

**Municipal Long Term Debt**

Dawson Creek	2,388,049	1,581,757	3,969,806	30,494,494
Fort St. John	1,479,492	1,632,473	3,111,965	37,526,453
Hudson's Hope	1,765	795	2,560	14,151
Tumbler Ridge	114,206	112,053	226,259	1,234,489
Chetwynd	112,401	77,200	189,601	2,984,864
Pouce Coupe	-	-	-	-
Taylor	-	-	-	-
<b>Total</b>	<b>4,095,913</b>	<b>3,404,279</b>	<b>7,500,191</b>	<b>72,254,451</b>

**Regional District Long Term Debt**

Solid Waste	850,262	322,674	1,172,936	8,296,223
Clearview Gym	240,000	22,000	262,000	240,000
South Peace Multiplex	624,949	833,000	1,457,949	8,385,877
Buick Arena	77,742	104,175	181,917	1,700,973
Chetwynd Rec Plex	239,707	321,210	560,917	5,244,727
Harper/Imperial Sewer	22,604	15,389	37,992	330,176
<b>Total</b>	<b>2,055,263</b>	<b>1,618,447</b>	<b>3,673,711</b>	<b>24,197,975</b>

**Total Municipal and Regional District Debt 96,452,426**



**Payroll Budget**  
**(wages and benefits)**

	<u>2018</u>	<u>2017</u>	<u>Increase</u>	
Administration / Finance	\$ 1,864,367	\$ 1,834,205	2%	Community Services Coordinator was part of year now full year budget plus new position of Procurement Manager 1/2 year start (if approved)
Electoral Area	\$ 102,871	\$ 83,491	23%	Last year half of GM of Community Services wages charged here now have FT EA Manager
Management of Development	\$ 544,594	\$ 555,669	-2%	
RD Development	\$ 446,400	\$ 444,168	1%	
Building Inspection	\$ 201,521	\$ 189,385	6%	Addition of Level 3 for full year. Additional costs to be paid for by the municipalities (except FSJ).
Solid Waste	\$ 846,787	\$ 837,872	1%	
Community Services	\$ 365,913	\$ 363,702	1%	Full year of Protective Services Manager
Parks & Recreation	\$ 86,551	\$ 86,723	0%	
Invasive Plants	\$ 162,569	\$ 158,418	3%	Slight increase in hours for summer workers since working 40 hour weeks.
Charlie Lake Fire Department	\$ 235,367	\$ 234,383	0%	
NP Economic Dev Commission	\$ -	\$ 198,943		
	<u>\$ 4,856,941</u>	<u>\$ 4,986,959</u>	<u>-3%</u>	

*\*\*Note that all 3 Community Services wages are posted to Emergency Planning, then funds are collected from the applicable functions/service areas where the staff work (of the total \$366K charged there is \$181K collected to offset). This is also the same for the GM of Development Services that was split 3 ways and is now all in Management of Development with the other two functions (Bldg. Inspection & RD Development) paying higher "admin fees".*

Staffing budget includes:

- 24 Full-time CUPE (not including Temporary Labourers)
- 19 Full-time Exempt Employees (includes 2 CL Fire Dept. staff) Plus overlap of CFO)
- 3 Part-time CUPE Plus 1 Planning student until end of July Plus 2 Invasive Plant Summer workers

All department budgets includes a small allowance to payout any overtime and vacation not taken by year end.

Administration includes amounts for temporary/casual staff Plus new position of Procurement Manager (budgeted 1/2 year)

Solid Waste includes 12 months for temporary labourers (1 @ 2 mos & 2 @ 5 mos)